

**STATEMENT OF WORK FOR  
Writing Projects Contract Vehicle  
Department of Interior  
Policy, Management and Budget  
January 6, 2005**

**1.0 BACKGROUND**

Among the responsibilities of the Department of the Interior's Policy, Management and Budget (PMB) Assistant Secretariat is the responsibility to outline, compile, and publish reports and documents in response to mandated requirements of the President, Congress and Office of Management and Budget (OMB). Examples of such reports are the Annual Performance and Accountability Report (PAR), the Department's Strategic Plan, the Department's Financial Management Status Report and Strategic Plan, and the Strategic Human Capital Management Plan. The PMB has extremely limited in-house resources needed to compile and publish these reports. As a result, it often must contract writing, editing, and layout design for various writing projects of its offices.

**2.0 OBJECTIVE**

This contract is intended to provide writing and editing support, as needed, by offering access to pre-qualified writing and editing solution partners, to any of the following offices:

- The immediate office of the Assistant Secretary for Policy, Management and Budget;
- The immediate offices of the Deputy Assistant Secretaries for Insular Affairs; Policy and International Affairs; Performance, Accountability, and Human Resources; Law Enforcement & Security; and Business Management and Wildland Fire;
- Office of the Chief Information Officer;
- Office of Small & Disadvantaged Business Utilization;
- Office of Insular Affairs;
- Office of Environmental Policy & Compliance;
- Office of Policy Analysis;
- Office Natural Resources Damage Assessment and Restoration;
- Office of Hawaiian Relations;
- Office of Human Resources Policy;
- Office of Civil Rights;
- Office of Occupational Health and Safety;
- Office of Collaborative Action and Dispute Resolution;
- Office of Planning & Performance Management;
- Office of Hearings & Appeals;
- Center for Competitive Sourcing Excellence;

- Indian Arts and Crafts Board;
- Office of Budget;
- Office of Financial Management;
- Office of Acquisition & Property Management;
- National Business Center (NBC);
- Office of Wildland Fire Coordination.

### **3.0 SCOPE**

The contract encompasses writing projects targeted for the general public as the primary audience as well as specific technical audiences (OMB, the Congress, law enforcement specialists, personnel specialists, etc.). The type of projects include corporate-style, informational reports and publications designed to educate and engage citizens regarding Interior's programs and policies as well as Interior's PAR, strategic planning papers and documents, strategic human capital management plan and workforce planning-related reports, security and law enforcement policies and procedures, financial management and budget documents, and various other department-level publications requiring professional level writing and editing skills.

The contract vehicle will provide any of Interior's Policy, Management and Budget Secretariat offices with access to pre-qualified writing and editing solution partners for a period of five years under an IDIQ. This will be issued as a competitive, multiple Indefinite Delivery/Indefinite Quantity (IDIQ) award task order vehicle.

### **4.0 SPECIFIC TASKS**

The contractors will be directly responsible for ensuring the accuracy, timeliness and completion of all tasks assigned under this contract. Specifically, the contractors will provide:

#### **4.1 Proficiency Requirements:**

The contractors must have the following basic writing and editing abilities: Write and edit technical and non-technical documentation. Demonstrate a complete understanding of language grammatical standards as well as sentence structure requirements for this type of writing. Have extensive experience in the document review process, which includes draft reviews, reviewing comments, comment resolution, draft updating, and final document development. Are qualified to lead a document development effort from the initial inception through final publication. Have experience in developing, writing, and editing material for scientific and technical reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative procedures.

The contractors must have a thorough understanding of and familiarity with the Department of the Interior's mission and programs, as well as its bureaus and

offices. The contractors must understand government strategic planning and budget processes, and be familiar with applicable laws and regulations governing Federal agencies and their management practices. The contractors should also understand Federal Information Technology (IT) security requirements. The contractors should be professional writers with experience in writing about natural resource issues, and have expert-level experience in writing performance-oriented plans or reports for DOI. In addition, the contractors must be able to produce documents that provide the necessary information in a compelling, easy-to-understand manner of high-enough quality to be used by the White House, OMB, the Congress, private organizations, and the American public. The contractors must be able to provide guidance regarding layout and design and appropriate use of illustrations, graphics, and other visuals.

**4.2** The contractors must be able to provide products to DOI in electronic (i.e., source and .pdf formats) and hard copy formats. Electronic copies provided must be compatible with Microsoft Word and/or computer-based desktop publishing applications like PageMaker, InDesign, and Microsoft Publisher. The contractors must be able to accept and send document files electronically.

**4.3** Contractors maintaining a "Secret" Security Clearance are desirable. Some Interior offices may need assistance on writing projects relating to sensitive, proprietary, and secure information. In these specific instances a security clearance will be needed. We anticipate that about 5% of the writing contracts covered by this contract will require a security clearance no higher than "secret."

**4.4 Data and IT Security:** The Contractor must be able to provide secure data storage (both physical and electronic, as appropriate, e.g., secure computer systems, secure physical storage for paper materials) to safeguard original data that may be proprietary or sensitive in nature or as otherwise designated by the Department of the Interior. Additionally, the Contractor must have the means to physically destroy data (i.e., shredding, incinerating) any interim proprietary or sensitive data should the Department of the Interior require this.

Any Information Technology hardware or software used by the Contractor in conjunction with a DOI writing project must be free of malicious code. Contractors must have up-to-date Virus Protection software installed on their computers.

#### **4.5 Skills Needed**

The following skills are required:

- Thorough knowledge of the Department of the Interior, its mission, programs, bureaus, offices, and key executives.
- Expert knowledge of requirements for publishing the annual PAR.

- Familiarity with OMB's Circular A-11 and other salient OMB circulars and guidance, the Federal budget process, key acts and laws affecting Federal management practices including the Government Performance and Results Act (GPRA), the Chief Financial Officers' Act, the Government Management Reform Act (GMRA), the Clinger-Cohen Act, the Federal Information Security Management Act (FISMA), the Electronic Government Act of 2002, National Environmental Policy Act (NEPA), the Federal Financial Management Improvement Act (FFMIA), and the Federal Managers' Financial Integrity Act.
- Expert knowledge of the Department of the Interior's new GPRA Strategic Plan (FY 2003-2008) and familiarity with other keystone reports of Interior including the Strategic Human Capital Management Plan.
- Familiarity with the objectives of the President's Management Agenda (PMA) and the Program Assessment Rating Tool (PART).
- Familiarity with the Mercatus Center's Annual Performance Scorecard and the Association of Government Accountants' CEAR (Certificate of Excellence in Accountability Reporting) reporting requirements.
- Familiarity with Departmental Manual and Bureau policy and procedures as they pertain to law enforcement, security and emergency management.
- Familiarity with resources associated with the development of law enforcement and security policy including, but limited to, the Federal Law Enforcement Training Center, National Institute of Justice, International Association of the Chiefs of Police or other similar training organizations and the Departments of Justice and Homeland Security.
- Familiarity with Presidential Directives and Executive Orders, United States Code, Tribal Sovereignty, Federal emergency preparedness and planning documents, as well as policy of other Federal law enforcement organizations.
- Ability to check references for accuracy through various materials including LexisNexis® or other legal research tools.
- Ability to conduct research to obtain information needed to write and/or edit specific reports. This research might take the form of interviewing key Interior executives and/or program managers, contacting Interior employees for additional information about a specific topic, on-line research of Interior's web pages (or other agency web pages), and review other appropriate literature from electronic or hard copy sources.
- Demonstrated ability to provide appropriate advice and guidance regarding graphics and layout of executive-level, corporate-style reports.
- Expert-level experience in writing and editing, with specific experience in conservation and resource management related writing and editing, as well experience in financial, budgetary, technical human resource, and other management issue-related areas of writing.
- Demonstrated ability to produce professional-grade, articulate, accurate, and compelling documents for consumption of a range of audiences--- from Cabinet-level government executives to the general public. The contractor must be flexible and adept at adjusting messages, storylines,

and other content of these documents to comprehension levels of specific audience types as required.

- Ability to communicate electronically via e-mail, and to generate and share written material via electronic means using applications such as Microsoft Word, Excel, and PowerPoint.
- Ability to communicate effectively at all levels of the Departmental organization and to work cooperatively in resolving conflicts regarding content of drafted products.

**4.6 DOI will provide, either in hard copy, electronically, or by reference to electronic sources (for example, web-site content):**

- Applicable background documents related to each project.
- Public information documents (including press releases and speeches).
- Access to DOI personnel for meetings, interviews, etc.
- A point of contact on staff to serve in a liaison role with the contractor on each writing project.

**5.0 DELIVERABLES/DELIVERY SCHEDULE**

The deliverables will be identified and agreed upon on a project-by-project basis. Individual statements of work will be provided by the appropriate office at the Department of the Interior to define individual project scopes, deliverables, and deadlines. The pre-qualified contractors covered by this IDIQ will compete based on the statements of work and a task order will be awarded to the selected contractor. The office issuing the statement of work will then work directly with the contractor on the writing project.

**6.0 CONTRACTOR DUE DATES:**

Statements of work for each writing project shall define the start date, list of deliverables, deadlines for deliverables, draft product, and final product.

**6.1 Basis for Accepting Work Product:** All deliverables must be submitted by the deadline listed in the individual project statement of work. Draft products must be of high quality and will not require significant rewrites. The contractor will reconcile all editorial comments provided by DOI. PMB senior managers shall approve the final product.

**6.2 Monthly Status / Financial Report** - A monthly status report will be provided to the government with the following information:

- Hours expended during the reporting period by individual

- Cumulative hours expended throughout the reporting period by job category
- Contract funds expended during the reporting period
- The capacity to describe activities of the past month (Summary of work accomplished during the reporting period and percent complete)
- The description of milestones and deliverables
- Any issues or problems impacting project progress along with their ultimate resolution.
- Schedule of activities planned and estimated hours for the next reporting period and number of remaining hours to complete activities.

This report is due NLT the 10<sup>th</sup> day of each month. Additionally, the contractor will be responsible for submitting scheduled periodic reports regarding the status of work initiatives and documentation updates.

## 7.0 INSPECTION AND ACCEPTANCE CRITERIA

Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the place of delivery by the COTR.

### 7.1 General Acceptance Criteria

General quality measures as set forth below will be applied to each work product received from the contractor under this statement of work.

- **Accuracy** - Work Products shall be accurate in presentation, technical content, and adherence to accepted elements of style.
- **Clarity** - Work Products shall be clear and concise. Any/All graphics shall be easy to understand and be relevant to the supporting narrative.
- **Consistency to Requirements** - All work products must satisfy the requirements of this statement of work.
- **File Editing** - All text and diagrammatic files shall be editable by the Government.
- **Format** - Work Products shall be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals.
- **Timeliness** - Work Products shall be submitted on or before the due date specified in this statement of work or submitted in accordance with a later scheduled date determined by the Government.

## **8.0 CONTINGENCY/DISASTER RECOVERY PLAN:**

### **8.1 Contingency Plan:**

The contractors must provide in writing, as part of the proposal, a plan describing how a writing project will be completed in the event a contractor and his/her staff become incapacitated or otherwise unable to complete writing projects assigned to them via task orders. The contingency plan must address options to assure the Government that its projects will be completed in a timely manner. The plan should also address document and information recovery and safeguard measures that the contractor will take so that information will not be lost in the case of disaster or other unforeseen events that may impact data integrity.

## **9.0 TRAVEL & OTHER DIRECT COSTS (ODCS):**

### **9.1 Travel**

Local and long-distance travel may be required. Accordingly, anticipated travel should be included in the contractor's cost proposal. All estimated travel will conform to the current Federal Travel Regulations (FTRs). After award, all travel shall receive government approval by the Contracting Officer's Technical Representative (COTR) prior to funds being expended. Travel expenses invoiced to the Government will be in accordance with FTR; expenditures that exceed the FTR will not be reimbursed by the Government.

## **10.0 GOVERNMENT FURNISHED EQUIPMENT (GFE) / GOVERNMENT FURNISHED INFORMATION**

### **10.1 Government Furnished Equipment (GFE):**

Government Furnished Equipment will not be provided under this contract.

### **10.2 Government Furnished Information:**

The contractor shall be furnished current task working papers, project descriptions, program briefing material and other pertinent information, and other documentation or material required to carry out the tasks described hereunder. The contractor must be able to provide secure data and physical storage of any proprietary or sensitive data. The contractor must be able to physically destroy such data at the direction of the Department of the Interior.

## **11.0 PLACE OF PERFORMANCE:**

The majority of the work will be performed at the contractor facility.

**12.0 PERIOD OF PERFORMANCE:** The period of performance of this contract is five (5) years from the date of award or until the aggregate total of all Delivery/Task Orders issued against this contract equals the maximum dollar threshold or whichever shall come first. The contractors shall complete the work associated with each Delivery/Task

Order in accordance with the completion time specified on the order. This order is subject to the availability of funds.

**13.0 TYPE OF CONTRACT:** Firm Fixed Price or Time and Material

**14.0 SECURITY:** A "Secret" security clearance is desirable but not required in performance of this contract. We anticipate that about 5% of writing projects covered by this contract may require a security clearance on the part of the contractor.

**15.0 DATA USE, DISCLOSURE OF INFORMATION AND HANDLING OF SENSITIVE INFORMATION**

The Contractor shall maintain, transmit, retain in strictest confidence, and prevent the unauthorized duplication, use, and disclosure of information. The Contractor shall provide information only to employees, Contractors, and subcontractors having a need to know such information in the performance of their duties for this project.

Information made available to the contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer.

If public information is provided to the contractor for use in performance or administration of this effort, the contractor except with the written permission of the Contracting Officer may not use such information for any other purpose. If the contractor is uncertain about the availability or proposed use of information provided for the performance or administration, the contractor will consult with the COTR regarding use of that information for other purposes.

The contractor agrees to assume responsibility for protecting the confidentiality of Government records which are not public information. Each offeror or employee of the contractor to whom information may be made available or disclosed shall be notified in writing by the contractor that such information may be disclosed only for a purpose and to the extent authorized herein.

Performance of this effort may require the Contractor to access and use data and information proprietary to a Government agency or Government Contractor that is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others. In some cases, a "Secret" Clearance may be required to complete specific writing assignments.

Contractor and/or Contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort, until made public by the Government, except to authorize Government personnel or upon written approval of the CO. The Contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing



herein shall preclude the use of any data independently acquired by the Contractor without such limitations or prohibit an agreement at not cost to the Government between the Contractor and the data owner that provides for greater rights to the Contractor.

All data received, processed, evaluated, loaded, and/or created as a result of this delivery order shall remain the sole property of the Government unless specific exception is granted by the Contracting Officer.

The Contractor must be able to provide secure data storage (both physical and electronic, as appropriate, .e.g., secure computer systems, secure physical storage for paper materials) to safeguard original data that may be proprietary or sensitive in nature or as otherwise designated by the Department of the Interior. Additionally, the Contractor must have the means to physically destroy data (i.e., shredding, incinerating) any interim proprietary or sensitive data should the Department of the Interior require this.

**16.0 POINTS OF CONTACT:**

All contract questions and concerns will be directed to the Government Contracting Administrator, Robin Doyle, and contact information identified below. The contracting officer is the only individual with the authority to amend this contract.

**16.1 Contracting Officer's Technical Representative (COTR)**

**16.1.1 Primary: To Be Announced at Award**

**16.1.2 Alternate: To Be Announced at Award**

**16.2 Contract Administration:**

Department of the Interior/GovWorks  
Procurement Operations Branch  
381 Elden Street, MS2500  
Attn: Robin Doyle  
Herndon, Virginia 20170-4817  
(703) 787-1273 – Voice  
(703) 787-1836 or 1009 – Fax  
Email – [robin.doyle@mms.gov](mailto:robin.doyle@mms.gov)

**17.0 INVOICING: FFP / T&M.**

Invoices are to be sent directly to GovWorks for processing (address below). Invoices are forwarded by GovWorks to the Government COTR for acceptance and approval.

Invoices will be paid upon approval and acceptance by the Government COTR. Invoices must include, as a minimum, the following information for each individual:

Name  
Time Period Covered  
Productive Direct Labor Hours  
Labor Category  
Hourly Rate

**17.1 Electronic Invoicing:**

Contractor shall submit invoices to GovWorks at [www.govpay.gov](http://www.govpay.gov).

**17.1.1** Direct all Invoice inquiries to the GovPay Help Desk at [HelpDesk@govpay.gov](mailto:HelpDesk@govpay.gov) or call the GovPay Team's telephone number at 703-787-1200.

**16.0 18.0 OTHER ADMINISTRATIVE CONCERNS:**

**18.1 Hours of Work –**

Hours of work are flexible, but shall adhere to normal business schedules; Monday through Friday (excluding Federal Holidays). The COTR and the contractor shall mutually agree upon all deviations to this schedule not mentioned herein. Work conducted outside these hours will have to be conducted at the contractor's site or may be negotiated by the Project Task Leader with the Contracting Officer Technical Representative.

**18.2 Productive Direct Labor Hours**

The contractor can only charge the Government for "Productive Direct Labor Hours". "Productive Direct Labor Hours" are defined as those hours expended by Contractor personnel in performing work under this Task Order. This does not include sick leave, vacation, Government or contractor holidays, jury duty, military leave, or any other kind of administrative leave.

**18.3 Government Holidays**

The following Government holidays are normally observed by Government personnel: New Years Day, Martin Luther King's Birthday, Presidential Inauguration Day (metropolitan DC area only), President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and any other day designated by Federal Statute, Executive Order, and/or Presidential Proclamation.

**18.4 Contract Management**

The Contractor shall be responsible for managing and overseeing the activities of all Contractor personnel, as well as subcontractor efforts used in performance of this contract. The Contractor's management responsibilities shall include all activities necessary to ensure the accomplishment of timely and effective

support, performed in accordance with the requirements contained in the statement of work. Resumes submitted for employees assigned to perform under this statement of work shall contain documented experience directly applicable to the functions to be performed. Further, these prior work experiences shall be specific and of sufficient variety and duration that the employee is able to effectively and efficiently perform the functions assigned.

#### **18.4.1 Project Manager, CO, And COTR Meetings**

The Contractor's Project Manager shall meet with the COTR as necessary to maintain satisfactory performance and to resolve other issues pertaining to Government/Contractor procedures. At these meetings, a mutual effort will be made to resolve any and all problems identified. Written minutes of these meetings shall be prepared by the Contractor, signed by the Contractor's designated representative, and furnished to the Government within two (2) workdays of the subject meeting.

**19.0 DATA RIGHTS:** Under the provisions of the Rights in Data General Clause (52.227-14), the Government reserves all rights, including copyrights, distribution rights, and other rights for all documents, data or software developed in the performance of this task.